

What's New to  
IBEDS and  
Assuring Schools  
are Staffed with  
Highly Qualified  
Teachers?



Fall - 2008

August 29, 2008

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## Training Workshops

September 2008  
IBEDS and HQT Training Workshops

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3 Lakeland #272	4 Moscow #281	5 McCall #411	6 332-6845	7
8 Boise SDE	9	10 Twin Falls Area	11 Pocatello Area	12 Idaho Falls Area	13	14
15 Boise SDE	16	17	18	19	20	21
22	23	24	25	26 IBEDS "snapshot"	27	28
29	30	State Department of Education Myrna Holgate & Kathy Vance, Public School Finance Christina Linder, Teachers Certification				

Tools To Assist You in Staffing  
Classes with Highly Qualified  
Certificated Staff

Available on the Web at

<http://www.sde.idaho.gov/DataCollection/IBEDS/default.asp>



Idaho Basic Education Data System (IBEDS)

2008-2009 - NEW

- 2008-2009 State and Federal HQT Qualifications Crosswalk NEW
- 2008-2009 State Endorsement to Assignment Code Crosswalk NEW
- 2008-2009 Assignment Codes to State Endorsements Crosswalk NEW

IBEDS Reference Materials - 2007-2008

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## 2008-2009 Timetable

- ✓ **Last Friday in September** - a "snapshot" in time
- ✓ **October 15<sup>th</sup>** - District submits initial data to the State Department of Education (SDE)
- ✓ **ASAP** - SDE provides returns most current data on your 2009 certificated personnel
- ✓ **November 1<sup>st</sup>** - District submits initial data to SDE with HQT data fields completed on assignment records.
- ✓ **November 15<sup>th</sup>** - SDE provides districts with preliminary reports
- ✓ **December 15<sup>th</sup>** - All corrections to SDE (final)
- ✓ **December 31<sup>st</sup>** - SDE must report HQT to the feds
- ✓ **December 31<sup>st</sup>** - Settled contracts info due
- ✓ **February 15<sup>th</sup>** - Districts receive Salary Based Apportionment and Benefit Apportionment payment based on your IBEDS data

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## New to IBEDS

- **Timetable** basically the same
- **Change** in method to send/receive IBEDS 2009 files
- **Web access** to Assignment and Endorsement Crosswalk
- **Web access** to individuals certificates and endorsements on file will SDE.
- **Minor Changes** in Assignment Codes



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## Available Tools

Available on the Web at

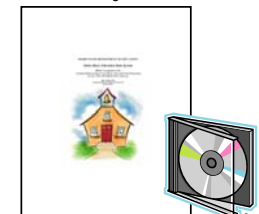
<http://www.sde.idaho.gov/DataCollection/IBEDS/default.asp>

IBEDS Manual -  
August 2008



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IBEDS Assignment/Endorsement  
Manual- August 2008



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## Assignments to Endorsements

Idaho Department of Education  
Crosswalk of IBEDS Assignment Codes to Endorsement Codes  
For State Funding Purposes  
2008-2009 School Year

<b>00: ELEMENTARY EDUCATION</b>	<b>00017 Reading/Study Strategy (Gr. 1-5)</b>
<b>00001 Kindergarten Instruction (Gr. K)</b>	7009 All Subjects K/3
7009 All Subjects K/3	7010 All Subjects K/8
7010 All Subjects K/8	7011 All Subjects 1/8
7083 Early Child Spec Birth/3	7139 Reading K/12
<b>00009 Elementary Instruction-All Subjects (Gr. 1-3)</b>	<b>00018 Reading/Study Strategy (Gr. 6)</b>
7009 All Subjects K/3	7010 All Subjects K/8
7010 All Subjects K/8	7011 All Subjects 1/8
7011 All Subjects 1/8	7139 Reading K/12
7083 Early Child Spec Birth/3	7120 English 6/12
<b>00010 Elementary Instruction-All Subjects (Gr. 4-6)</b>	7139 Reading K/12
7010 All Subjects K/8	8135 Reading 6/9
7011 All Subjects 1/8	8135 Reading 6/9
<b>00011 Language Arts-Elementary (Gr. 1-5)</b>	<b>00021 Spanish (Gr. 1-5)</b>
7009 All Subjects K/3	7009 All Subjects K/3
	7010 All Subjects K/8

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## Crosswalk -State and Federal Criteria for Highly Certificated Staff

2008-2009 CRITERIA FOR HIGHLY QUALIFIED CERTIFICATED STAFF - IBEDS

Assignment Code	State Qualified	Federal HQT
<b>00: ELEMENTARY EDUCATION</b>		
<b>00001 Kindergarten Instruction (Gr. K)</b>	7009 All Subjects K/3 7010 All Subjects K/8 7083 Early Child Spec Birth/3	N/A
<b>00009 Elementary Instruction-All Subjects (Gr. 1-3)</b>	7009 All Subjects K/3 7010 All Subjects K/8 7011 All Subjects 1/8 7083 Early Child Spec Birth/3	HOUSSE - Prior 2004 OR, 2004 and after: 7009 All Subjects K/3 7010 All Subjects K/8 7011 All Subjects 1/8 7083 Early Ch Birth/3
<b>00010 Elementary Instruction-All Subjects (Gr. 4-6)</b>	7010 All Subjects K/8 7011 All Subjects 1/8	HOUSSE - Prior 2004 OR, 2004 and after: 7010 All Subjects K/8 7011 All Subjects 1/8
<b>00011 Language Arts-Elementary (Gr. 1-5)</b>	7009 All Subjects K/3 7010 All Subjects K/8 7011 All Subjects 1/8	HOUSSE - Prior 2004 OR, 2004 and after:

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[http://seciis-2.sde.state.id.us/ibeds/cert\\_finder/main](http://seciis-2.sde.state.id.us/ibeds/cert_finder/main)

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

**IDAHO**  
STATE OF IDAHO

Support  
Jenny Jensen  
Office Specialist II  
(208) 332-6881

Teacher Certification

What do you want to do?

Search for staff certificates and endorsements

Search for Endorsements and Assignments

Search for Endorsements

Search for Assignments

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## Endorsements to Assignments

Idaho Department of Education  
Crosswalk of Endorsement Codes to IBEDS Assignment Codes  
For State Funding Purposes  
2008-2009 School Year

<b>0055 Pro-Tec Admin 6/12</b>	<b>0110 Ag Production 6/12</b>
32140 Counselor Professional Technical Guidance (Gr. 9-12)	18001 Introduction to Agriculture & Natural Resources (Gr. 9-12)
40060 Professional Technical Program Administrator (Gr. 9-12)	18002 Plant Production/Science (Gr. 9-12)
<b>0071 Vocational Ag 6/12</b>	18101 Animal Production/Science (Gr. 9-12)
18001 Introduction to Agriculture & Natural Resources (Gr. 9-12)	18201 Agribusiness Management (Gr. 9-12)
18001 Introduction to Agriculture & Natural Resources (Gr. 7-8)	18401 Agriculture Mechanics/Equipment/Structures (Gr. 9-12)
<b>0073 Voc Office Occ 6/12</b>	18001 Introduction to Agriculture & Natural Resources (Gr. 7-8)
12005 Keyboarding (Gr. 9-12)	<b>0114 Farm/Ranch Mgt 6/12</b>
42005 Keyboarding (Gr. 7-8)	18001 Introduction to Agriculture & Natural Resources (Gr. 9-12)
<b>0074 Family/Consumer 6/12</b>	18001 Introduction to Agriculture & Natural Resources (Gr. 7-8)
22151 Career Exploration (Gr. 9-12)	<b>0130 Ag Power Machine 6/12</b>
22201 Family & Consumer Science-Comprehensive (Gr. 9-12)	18401 Agriculture Mechanics/Equipment/Structures (Gr. 9-12)
22201 Child Development/Parenting (Gr. 9-12)	18402 Agriculture Welding (Gr. 9-12)
22206 Life Skills (Gr. 9-12)	18405 Particular Topics in Ag Mechanics & Construction (Gr. 9-12)
22208 Family Living (Gr. 9-12)	20110 Small Engine Mechanics (Gr. 9-12)
22201 Family & Consumer Science-Comprehensive (Gr. 7-8)	<b>0150 Horticulture 6/12</b>
22206 Life Skills (Gr. 7-8)	18001 Introduction to Agriculture & Natural Resources (Gr. 9-12)
22208 Family Living (Gr. 7-8)	18002 Plant Production/Science (Gr. 9-12)

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## New Web Tool to assist Administrators in checking on certificated staff Idaho credentials.

- What Credentials are Currently on file
- What Assignments are they considered Highly Qualified
  - State Definition (web-based)
  - Federal definition (Refer to Crosswalk)

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DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

**IDAHO**  
STATE OF IDAHO

Support  
Jenny Jensen  
Office Specialist II  
(208) 332-6881

Teacher Certification and Staffing

Staff Endorsement Search

First Name

Last Name

Search

Search for staff Endorsements

Search for Endorsements and Assignments

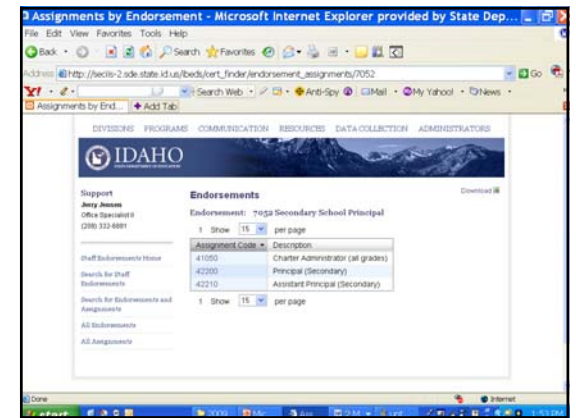
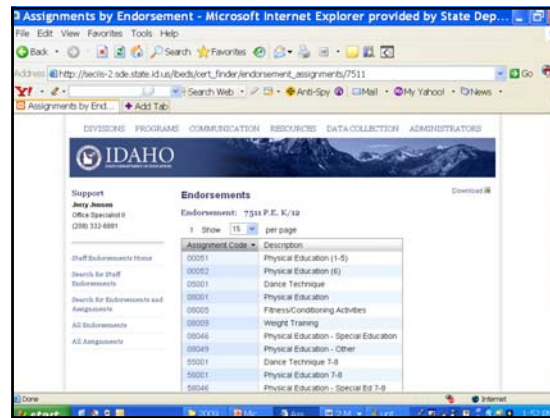
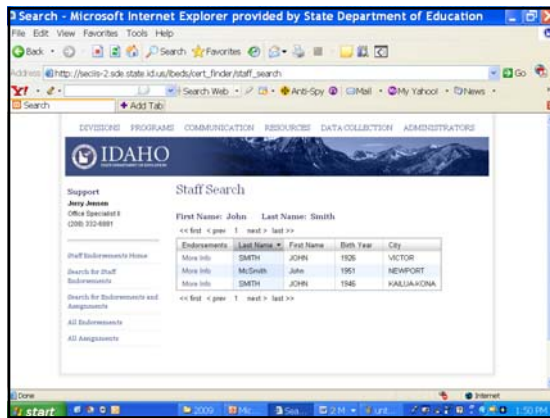
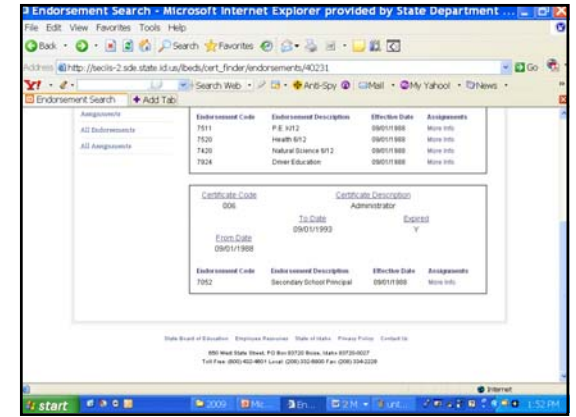
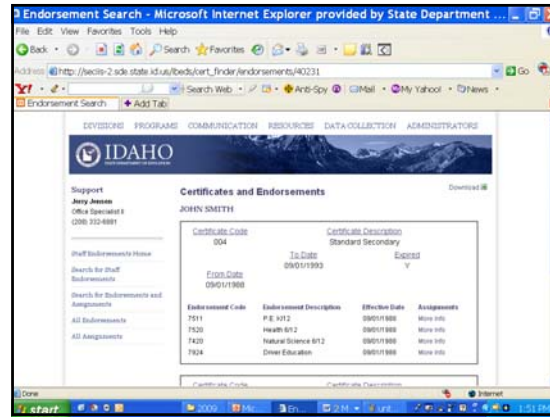
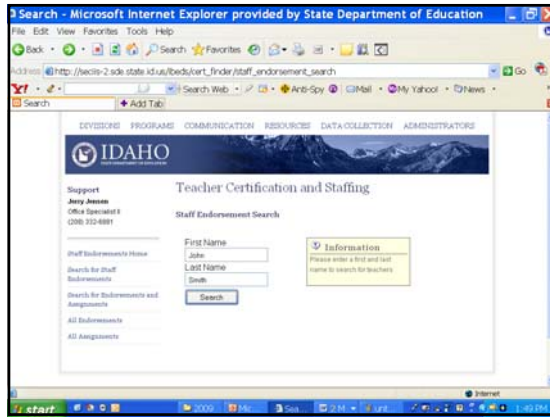
All Endorsements

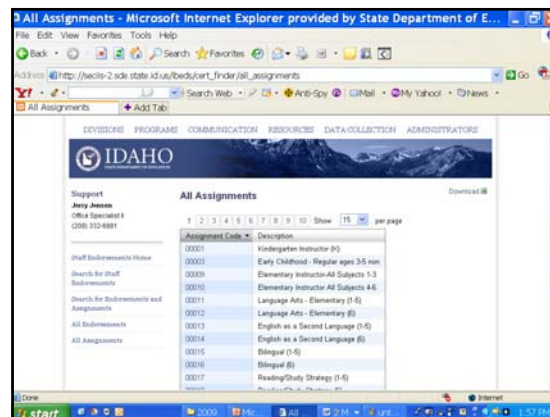
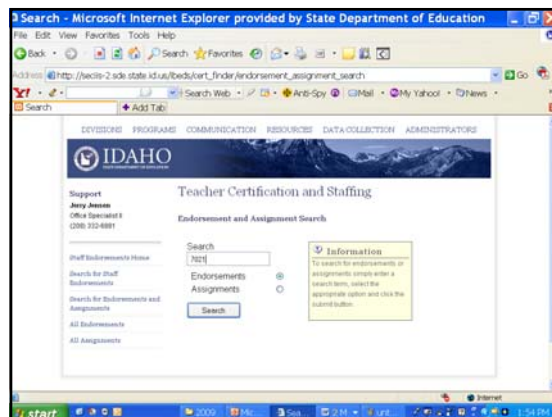
All Assignments

Information  
Please enter a first and last name to search for teachers

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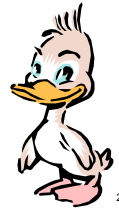




## Please Use Tool Responsibly

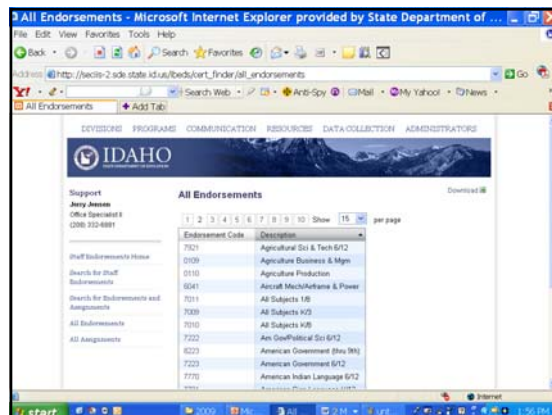
- Use the IBEDS Assignment Code that best describes the class or duties of a certificated employee.

- If it...
  - Looks like a duck
  - Walks like a duck and
  - Quacks like a duck....
  - It is most likely a duck



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[http://seciis-2.sde.state.id.us/ibeds/cert\\_finder/main](http://seciis-2.sde.state.id.us/ibeds/cert_finder/main)



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## Effectively use the tool~~

- Enter all IBEDS Data into the FoxPro Application
- Submit the initial files by October 15<sup>th</sup>, 2008 to SDE
- SDE will return most current files on your personnel and security rights to enter reports to check credentials
- Load new files to your FoxPro program

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# Run Reports to Check Certified Staff credential status~~

## State Only Credential Deficiency Report

**Mandatory**

This reports all personnel for the specified school year that have some error condition relating to the certificate or endorsements for their current assignments.

**Procedure**

- Note - run this report only after obtaining most current credentials on file with NTE (after October 1<sup>st</sup>)
- Select BLEDs Accreditation Reports Menu - State Only Credential Deficiency Report (if error, see the link)
- Follow instructions on "Credential Exception Report" screen
- School year (required i.e. 2009 - 2009-2009) (2009)
- Report all errors for individuals within District Building

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# Run Credential Deficiency Override Report~~


## Credential Deficiency Override Report

### Mandatory

This reports all personnel for the specified school year that have some error condition relating to the certificates or endorsements for their current assignments.

#### Procedure

- Select BLED Accreditation Reports Menu - Credential Deficiency Override Report screen on the left
- Follow instructions on "Correction of Credential Expiration Report" screen
- School year required i.e. 2009 - 2008-2009, (2009)



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# Entering Clearance Codes, where applicable -

Once these reports are generated, then you will enter the appropriate qualification clearance codes where applicable.

At that time, enter the appropriate code next to each period(s) shown as not holding current or proper certificate or endorsement. The following codes may be entered by the district/chapter of those individuals who are either not under direct supervision by an alternative provider or who are not currently under direct supervision by an alternative provider.


1. Not HOUSEUSE before July 1, 2008
2. Valid Idaho Occupational Therapist license on file
3. Valid Idaho Physical Therapist license on file
4. Grade 9 Class - holds valid 9000 series endorsement
5. HQT by undergraduate major or equivalent
6. HQT by graduate degree in core subject matter area

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[illegible][illegible]

# Assignment Codes



**03: *LIFE & PHYSICAL SCIENCE***

- 03001 Earth Science (Gr. 9-12)
- 03002 Geology (Gr. 9-12)
- 03003 Environmental Science (Gr. 9-12)
- 03004 Astronomy (Gr. 9-12)
- 03051 Biology (Gr. 9-12)
- 03052 Biology-Advanced Studies (Gr. 9-12)
- 03053 Anatomy & Physiology (Gr. 9-12)
- 03056 AP Biology (Gr. 11-12)

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## What is an Endorsement Code?

- ✓ What an individual has been trained to do
- ✓ Has completed the necessary requirements to perform the function
- ✓ Licensed by Teachers Certification (or other authorized licensing agent)
- ✓ Hold a current valid license
- ✓ Completed necessary background/criminal history checks
- ✓ Granted the authority/permission to perform these duties

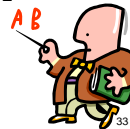


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## Endorsement Codes

- 7120 English 6-12
- 7144 Communications 6-12
- 7136 Speech 6-12
- 7137 Drama/Theater 6-12
- 7141 Speech/Drama 6-12
- 7126 ESL/Bilingual Education K-8
- 7125 ESL/Bilingual Education 6-12
- 7134 Journalism 6-12
- 7138 Reading K-12
- 7139 Reading 6-12
- 7135 Debate 6-12



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## 2006-2007 NCLB/State Certificated Staff

- All Certificated Staff Must be Highly Qualified
- Criteria Recognized to Meet "Highly Qualified" Requirements
- IBEDS will be utilized to collect and "test" for "Highly Qualified" status

How???

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## IDAHO EDUCATOR CREDENTIALS

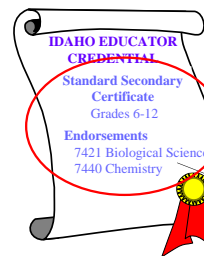
- ✓ Issued by SDE - Teachers Certification
- ✓ Endorsements accompany the individuals certificate
- ✓ Permission to perform certain functions



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## Aligning the Codes Certificate - Endorsement - Assignment



### Assignment Codes:

- 03051 Biology - 9<sup>th</sup> grade
- 03051 Biology-Advances - 12<sup>th</sup> grade
- 53001 Earth Science - 7<sup>th</sup> grade
- 00062 General Science - 6<sup>th</sup> grade

- 00061 General Science - 5<sup>th</sup> grade
- 03101 Chemistry - 11<sup>th</sup> Grade

Deficiency only 6-12 allowed

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Basic Education Data System

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports

Edit Reports Funding Formula Data Export/Import System Control

Assignment Record

Personnel Information

Per. Info Pers. List Edit Hist Cert Empl Assignments Certifications Grant Empl At Cert Alt Nct

SIGN: 2008 PUBLIC, JOHN

School Year: 2003

District: 002 MERIDIAN, JO

Contract: 1

Contract 2: 0

Per. Assign Building Grade Class Hours W B H N A W B H N A

Example of Codes

- 1 HOUSSE
- 2 OT License
- 3 PT License

(numeric Codes)

HQT

Basic Education Data System

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports

Edit Reports Funding Formula Data Export/Import System Control

Assignment Record

Personnel Information

Per. Info Pers. List Edit Hist Cert Empl Assignments Certifications Grant Empl At Cert Alt Nct

SIGN: 2009 PUBLIC, JOHN

School Year: 2003

District: 002 MERIDIAN, JO

Contract: 1

Contract 2: 0

Per. Assign Building Grade Class Hours W B H N A W B H N A

Example of Codes

- 1 HOUSSE
- 2 OT License
- 3 PT License
- 4 8000's series endorsement

HQT

Check Personnel Records for other means of being "Highly Qualified"

Page

Name	SSN	Exception	Bldg	Period	Grade	Assign	Exp.	Endorsement(s)
Duck, Donald	111-11-1111	Improper Cert / Endors	101	1	12	* 03211	9/12001 008	7011
				2	1	* 00010		
Duck, Darryl	222-22-2222	No Credential on File	302	1	12	* 01001		
			302	2	12	* 01001		
			302	3	10	* 01001		
			202	4	9	* 01001		
			202	5	A	* 00850		
			201	6	8	* 01001		
			601	7	7	* 01001		
Duck, Darryl	333-33-3333	Expired Certificate	302	1	12	* 01001	9/12006 008	7200, 7201, 7700
			302	2	12	* 01001		
			302	3	10	* 01001		
			202	4	9	* 01001		
			202	5	A	* 00850		
			201	6	8	* 01001		
			601	7	7	* 01001		

Report to be ran by the District/Charter to check for Certified Staff Credentials

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Basic Education Data System

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports

Edit Reports Funding Formula Data Export/Import System Control

Assignment Record

Personnel Information

Per. Info Pers. List Edit Hist Cert Empl Assignments Certifications Grant Empl At Cert Alt Nct

SIGN: 2009 PUBLIC, JOHN

School Year: 2003

District: 002 MERIDIAN, JO

Contract: 1

Contract 2: 0

Per. Assign Building Grade Class Hours W B H N A W B H N A

Added a Code (same as 2008)

Example of Codes

- 1 HOUSSE
- 2 OT License
- 3 PT License
- 4 8000's series endorsement

HQT

Run State Only Credential Deficiency Report

Page

Name	SSN	Exception	Bldg	Period	Grade	Assign	Date	Cert	Endorsement(s)
Duck, Donald	111-11-1111	Improper Cert / Endors	101	1	12	* 03211	9/12001 008	7011	
				2	1	* 00010			
Duck, Darryl	222-22-2222	No Credential on File	302	1	12	* 01001			
			302	2	12	* 01001			
			302	3	10	* 01001			
			202	4	9	* 01001			
			202	5	A	* 00850			
			201	6	8	* 01001			
			601	7	7	* 01001			
Duck, Darryl	333-33-3333	Expired Certificate	302	1	12	* 01001	9/12006 008	7200, 7201, 7700	
			302	2	12	* 01001			
			302	3	10	* 01001			
			202	4	9	* 01001			
			202	5	A	* 00850			
			201	6	8	* 01001			
			601	7	7	* 01001			

Report to be ran by the District/Charter to check for Certified Staff Credentials

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Valid Override Codes

- 1 Met HOUSSE before July 1, 2008
- 2 Valid Idaho Occupational Therapist license on file
- 3 Valid Idaho Physical Therapist license on file
- 4 Grade 9 Class - holds valid 8000 series endorsement
- 5 HQT by undergraduate major or equivalent
- 6 HQT by graduate degree in core subject matter area

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Basic Education Data System

4 Enter codes to assignment record by period

2008

Assignment Record

HQT

1

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Sch Year District Contract FTE

2003 002 1 1.00

2007 003 1 1.00

August 29, 2008 5:29 PM

Return to SDE

a) Signed by Superintendent or Charter Administrator

b) Due November 1, 2008 with IBEDS

Duck, Dafly 333-33-3333 Expired Certificate

302	2	12	* 01001
302	3	10	* 01001
202	4	9	* 01001
202	5	A	* 00850
201	6	8	* 01001
601	7	7	* 01001

I certify that the above individual(s) have the proper documentation in their personnel files to substantiate that they are in fact a High Qualified Teacher in the State of Idaho as of the beginning of the current school year.

Certification to be returned to the State

2. M. Wright

Superintendent/Charter Administrator

October 31, 2008


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Date

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Just Because a Certificated Staff Member Does Not Have the Proper Credentials

- Don't "Strategically Adjust" the assignment code so as to remove the individual from the Credential Deficiency Reports~~~
- SDE will assist you in getting the individual properly credentialed or suggest an alternative code, if one exists.



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Run "Credential Deficiency Override Report"

Ordered by Order Number of Credential

Name	SSN	Exception	Bldg	Period	Grade	Assign	Reason
Duck, Donald	111-11-1111	Improper Cert / Endors	101	1	12	* 03211	
Duck, Dafly	222-22-2222	No Credential on File	2	1	* 00010	1	Met HOUSE before 7-1-2006
				302	1	* 01001	
				302	2	* 01001	
				302	3	* 01001	
				202	4	9	* 01001
				202	5	A	* 00850
				201	6	8	* 01001
				601	7	7	* 01001
Duck, Dafly	333-33-3333	Expired Certificate	302	1	12	* 01001	
			302	2	12	* 01001	
			302	3	10	* 01001	
			202	4	9	* 01001	
			202	5	A	* 00850	1 Met HOUSE before 7-1-2006
			201	6	8	* 01001	1 Met HOUSE before 7-1-2006
			601	7	7	* 01001	1 Met HOUSE before 7-1-2006

I certify that the above individual(s) have the proper documentation in their personnel files to substantiate that they are in fact a High Qualified Teacher in the State of Idaho as of the beginning of the current school year.

Certification to be returned to the State

Superintendent/Charter Administrator

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Date


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Effect of unauthorized/not "Highly Qualified" Certificated Staff on Salary Based Apportionment

"Adjustment of District Share. The contract salary of every noncertificated teacher shall be subtracted from the district's share as calculated..."

I.C. 33-1002A(8)(b)(3)(e)

This means off the top, folks... Regardless of the funding source (federal, state, local)!!!



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Also keep in mind~~

- It takes Teachers Certification time to process new licenses, endorsements, renewals, PRAXIS tests completed over the summer.



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### Maybe~~

- Teachers Certification has yet to enter the data into the system
- The background check hasn't been completed
- The applicant has not paid the fee(s)
- The PRAXIS test results have not yet been received/entered



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### What to Do~~

- Check with Teachers Certification to see what the problem is
- Employee has completed and submitted the necessary documents to SDE



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